

Fady Mohamed Alahmar

HR & Admin. Manager



- 1- Sidi Beshar, Alexandria, Egypt.
- 2- First Settlement, Cairo, Egypt.



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HR & Admin. Manager Experienced in management field, with over 10 years of experience in pharmaceutical industries.



Skills

- Computer skills - Very Good
- English - Very Good
- Communications - Very Good
- Management - Very Good



Work History

- **HR & Admin. Manager at Vitabiotics-Egypt, Alexandria. "1-2018 / 8-2021"**

Human Resource Roles:

- Contribute to the development of the company's overall business strategy.
- Develop the annual plan, budget and objectives that achieve the overall business objectives and Ensure that the objectives are communicated effectively to employees.
- Monitor the achievement of the plan and budget, when identifying variances and deviations, recommend on actions and alternatives and follow through their execution.
- Oversee the development/ develop and implement HR policies and procedures and ensure they are regularly updated.
- Liaise with all department managers to define, update, and maintain an optimum organization structure including roles profiles and reporting.
- Design the organization structure by updating job requirements and job descriptions, KPIs for all positions.
- Lead organizational changes.
- Annual review of salary structure and institute a system of annual salary increases based on performance.
- Liaise with departments to identify manpower requirements and ensure they are clearly identified, reflect requirements, and plan for the fulfillment of the plan.

- Develop and implement an effective recruitment and selection system and standards and oversee the management of recruitment and selection programs to make sure that required calibers are recruited to meet the organizational needs.
- Conduct exit interviews to identify reasons for employee termination and investigate in the employees' irregularities.
- Managing the payroll system & the approved HR budget.
- Measuring and improving the actual performance of the employees through their KPIs and set up an action plan.
- Oversee /develop and implement a reward system including grades, pay, benefits, short and long-term incentives in line with industry practices and the organization.
- Direct the implementation and development of training and development programs in line with the organization's developmental objectives, including defining appropriate training programs, and evaluating the training delivery.
- Lead the implementation of clear career paths and succession plans for employees so that they are clear on promotional and progression expectations and that the required talent is identified and developed for succession.
- Putting annual increases for employees after approving the evaluations with Human Resources department and rest of department managers to discuss the final increase with the Vice Chairman.
- Conducting final interviews to recruit new employees & sign all the appointment letters, which sent to the new candidates & work contracts.
- Authorized person to deal with bank in opening accounts for new employees.
- Reviewing and approving the SOPs for Human Resources department.
- Approve all purchase requests and financial covenants for Human Resources department.
- Authorized person to sign forms, medical care contracts for workers and their families, contract with training center, sign contract with external provider for transportation, and any contract related to HR & Admin Department.
- **Administration Roles:**
- Organizing the office layout, plan workspaces and maintaining supplies of stationery and equipment.
- Participation and approval of the selection of office furniture and any internal design in case of renewal.
- Follow up on related Housekeeping & Security activities.
- Responsible for dealing with travel agency for all kinds of hotels reservations and organize management meetings and flight reservations.
- Follow up the movement of company's cars and workers' transport vehicles and approve the invoices of company providing the service.
- Review & Follow-up anything related to the industrial license with administrative affairs Manager or any license related to the factory.
- Follow-up of IT Department for three years, as it was affiliated with HR and Admin Manager.
- Follow-up of HSE Department for one year, as it was affiliated with HR and Admin Manager.

● **HR Manager at *Vitabiotics-Egypt, Alexandria*. “1-2013 / 12-2017”**

- Developed succession plans and promotion paths for all staff.
- Guided leaders and employees on company policies, programs, benefits.
- Member of company's management committee, consisting of: factory manager, financial manager, production manager, and it was for about six months.

● **HR in Charge at *Vitabiotics-Egypt, Alexandria*. “7-2010 / 12-2012”**

- Interviewing & Recruiting.
- Organizational and planning.
- Performance management and improvement systems.
- Organization development.
- Employee orientation, development.
- Policy development and documentation.
- Employee services and counseling.
- Identified issues, analyzed information and provided solutions to problems.
- Collaborated with all departments to achieve the stability for the company.

● **HR Specialist at *ITO Group, Alexandria*. “4-2010 / 6-2010”**

- Monitor Employees' attendances and vacation balances.
- Responsible for hiring process by selecting suitable candidates as per company's recruitment process.
- Helps in setting company rules.
- Motivation.
- Make reports to HR Manager.

● **HR Specialist at *Vitabiotics, Alexandria*. “3-2009 / 3-2010”**

- Keep personnel files in compliance with applicable requirements.
- Keep employee records up-to-date by processing employee status changes.
- Keep budget spreadsheet that includes salaries, payroll taxes and allowances.
- Monitor Employees' attendances and vacation balances.
- Responsible for hiring process by selecting suitable candidates as per company's recruitment process.
- Helps in setting company rules.

● **Assistant for Business Development Manager at *Engineering & Petroleum Office, Cairo*. “7-2007 / 2-2009”**

- Assist management in matters relating to selection, training, evaluation, promotion, discipline & control of employees, staff matters.
- Responsible for all projects in Alexandria.

● **Sales Coordinator at *HBS Company For Boilers, Cairo*. “1-2007 / 6-2007”**

- Responsible of Sales and Contracting in Alexandria branch.

● **Lawyer Under Training at *Office of Tarek Hagag, Alexandria*. “1-2006 / 1-2007”**



Education

Faculty of Law

Alexandria University - Alexandria, Egypt

High School Diploma

Victoria College - Alexandria, Egypt



Courses

- Training of trainer (T.O.T), by Dr. Mahmoud Eldamaty.
- Quality Plan & Quality Objectives, "Quality House by Dr. Safwat El Mansi.
- HR for Non-HR Managers, by Dr. Mohamed Abou Khashaba, Suitc Group.
- WHO PQP & CTD, by Dr. Yasser Mekky.
- QMS ISO 9001:2015 Foundation & Internal Auditor, by Perfect Touch Company.
- Qualifying Internal Auditor, by Dr. Yasser Mekky.
- 2007 Mini-MBA in HUMAN RESOURCES (HR), Knowledge Academy.